



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

October 1, 2014

Jean Benn
1601 Teresa Dr.
Atlantic, IA 50022

Dear Child Care Provider,

This letter is in regards to the September 24, 2014 compliance check of your Level B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home.

The following areas were out of compliance at the time of my visit:

☐ 110.4 No more children are in care than the rules for the specific category will allow. *Provider was over numbers with infant children. She has 4 children under the age of 18 months. She is only allowed 3 children 18 months or younger. Provider does not keep track of part time children in care. Provider is over numbers on Wednesdays when school is out early as she has over 9 children present for more than 2 hours and does not have an assistant. Provider agreed to have son placed on her registration so he can assist her in caring for children. Provider needs to contact Central Office to update her registration to reflect changes by October 10th, 2014 and notify DHS field staff by phone or email that she has done so.*

DHS field staff reviewed number of children allowed to care for: verbally during compliance check on January 10, 2014, written letter on January 13, 2014, verbally during compliance check on September 12, 2013 written letter on September 13, 2013 (letters in file).

If provider cannot remain in compliance with numbers and children allowed in care then provider may be revoked for continued non-compliance with policy. If provider has any questions about number of children allowed, provider is encouraged to contact field staff, Central Office or CCRR representative.

☐ 110.5(1)m Has not less than one 2A 10BC rated fire extinguisher in a visible and readily accessible place on each child-occupied floor. *The provider has a fire extinguisher on the first floor but not in the basement where children sleep. The provider was non-compliant with this during checks on 9/12/13 and 1/10/14. Provider returned letter to DHS in 2/2014 affirming she had come into compliance. During check on this date, provider remained out of compliance. If provider continues to remain out of compliance then DHS may take action and revoke provider for continued non-compliance.*

110.5(2) A provider file is maintained and contains:

110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years. *Provider had physicals for all family members but need to use the new DHS Provider Physical forms for the next check. The new forms are good for three (3) years.*

110.5(2)b Two hours of approved child abuse and neglect mandatory reporter training (and every 5 years thereafter.) *Provider was current with this training but it expires on 10/2014. Provider can contact CCRR for resources and information on where to complete this training.*

110.5(2)c An individual file is maintained for each staff assistant and contains: *The provider needs an assistant in order to be compliant with number of children. The following items will need to be completed for son to become an assistant.*

☐ 110.5(2)c A completed DHS Criminal History Record Check, form B, 595-1396

☐ 110.5(2)c A completed Request for Child Abuse Information, form 470-0643

☐ 110.5(2)c Certification of two hours of approved training relating to identification and reporting of child abuse within 6 months of employment and repeated every 5 years.

110.5(8) Children's Files

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. *Provider has 10 children enrolled and there were 10 children present. During check on 9/12/2013, provider did not have paperwork for one child and was instructed to ensure the Child Intake form and Medical Consent authorizing emergency treatment was completed and in file prior to the first day a child started. During check on this date, provider was missing all paperwork on one of the children in care. DHS field staff reviewed policy regarding children's files with provider.*

Provider needs to make sure paperwork is complete when parents turn in. There were 2 children where the forms did not have parents signatures or dates.

Provider needs to ensure the forms in each child's files are updated annually.

Each file contains:

☐ 110.5(8)a Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number. *2 of the 10 children were missing.*

☐ 110.5(8)b Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name, telephone number, and relationship to the child of another adult available in case of emergency. *1 of the 10 children were missing.*

☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment. *2 of the 10 children were missing.*

☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance. *3 of the 10 children were missing.*

☐ 110.5(8)d For school-aged children: On the first day of attendance, a statement of health status signed by the parent or legal guardian. *1 of the 10 children were missing.*

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually. *3 of the 10 children were missing.*

☐ 110.5(8)e For school aged children: An annual statement of health condition signed by the parent or legal guardian, annually from date of admission physical. *1 of the 10 children were missing.*

☐ 110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child. *1 of the 10 children were missing.*

☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health. *3 of the 10 children were missing.*

☐ 110.5(8)h For each school-age child, record of a physical exam completed at the time of school enrollment or since. *1 of the 10 children were missing.*

☐ 110.5(8)i Written permission from the parent(s) for their child to attend activities away from the child development home. It must include times of arrival and departure, destination, and person(s) responsible for the child. *1 of the 10 children were missing.*

110.5(9) The provider meets the following requirements:

☐ 110.5(9)a Gives careful supervision at all times. *The provider was over numbers and this impacts her ability to supervise the children at all times. During compliance check the children were having nap time. 2 children were sleeping in the basement unattended by provider and then other children were sleeping in bedrooms with the doors shut. Provider needs to ensure supervision at all times and was informed she needed to use a baby monitor for the children sleeping on a different floor of the house. Provider told field staff that she has a baby monitor but she does not use it. Provider also needs to ensure safety by completing regular checks on the children sleeping in bedrooms with doors closed to ensure safety. During check on 9/12/13, provider was sited for supervision and was instructed to use a baby monitor when children are sleeping/playing on different levels. Please be aware that continued non-compliance with policy may lead to revocation of registration.*

During check provider was getting older children ready to go out and play in yard. The back yard is not fenced in and backs to a field. DHS field staff reviewed that if the children go outside they need

to be supervised by provider. There were younger children still sleeping so provider told the older ones they had to wait until nap time was over.

110.9(1) SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATEGORY "B"

Provider was over numbers during this compliance check. She had 10 children present during compliance check. On Wednesdays, today, the school children have early out. The provider watches the school age children from 2:00 PM to 5:00 PM which is over the 2 hours allowed when caring for more than 8 children. Provider needs to correct this immediately and present in writing to DHS field staff how she plans to come into compliance no later than October 15, 2014.

Provider was also over numbers when caring for infant children. Provider needs to come into compliance immediately and present in writing to DHS field staff how she plans to come into compliance no later than October 15, 2014.

☐ 110.9(1)a Not more than six preschool children present at any one time including infants. *Provider is caring for 7 preschool children and infants but reports one of these children is a part time child. Provider does not keep track of part time hours and seemed to be confused as to which child on this date was the part time child.*

110.9(1)b Of these six children, not more than four children who are 24 months of age or younger are present at any one time. *Provider was in compliance.*

☐ 110.9(1)b Of the four children under 24 months of age, no more than three may be 18 months of age or younger. *Provider is caring for a 9 month old, a 15 month old and two 18 month olds. Provider is over numbers and needs to come into compliance immediately. Provider needs to make sure she is always within numbers for children caring for. Provider has access to registration requirements and has been informed of how many children she can care for on 4 occasions, 2 of those times were verbally and 2 were in written form.*

110.9(1)c Not more than four additional school-age children. *Provider was caring for 3 school age children.*

☐ 110.9(1)d Not more than two children who are receiving care on a part-time basis at any one time. *Provider reports she uses part time hours but does not keep track and was unable to clearly state which pre-school child(ren) were part time on this date. Provider is encouraged to contact local CCRR to request assistance on how to track part time hours and to review Registered Daycare Handbook and DHS Policies.*

110.9(1)e Not more than 12 children present when the emergency school closing exception is in effect.

☐ 110.9(1)f When more than 8 children are present for more than two hours, a DHS-approved assistant at least 14 years old is present. *Provider had 3 school age children and they are present in the daycare home on Wednesday's from 2-5:00 PM. Provider is over numbers on these days and non-compliant.*

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☒ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur after the 45 day time period has elapsed.

Please do not hesitate to contact me at DHS at (712) 328 - 5713 if you have any questions regarding this letter.

Sincerely,



Social Worker II



Social Work Supervisor

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-800-945-9778.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).